

TO: FRLC Treasurer

FROM: _____

Date Submitted: _____

REQUEST: attach necessary documentation – i.e. receipt, meeting minutes, etc.

1. Reimbursement of expense
Purpose of purchase: _____

2. Transfer of funds: \$ _____
 From: Christian Education To: _____
 Youth
 Other: _____
 Unknown

Additional notes:

Date action completed by Treasurer: _____
From: _____ to _____

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